



Timber Hall Events Day Rental

Policy/Agreement

45 Timber Hall Events Lane, Leicester, NC 28748

timberhallevnts@gmail.com

(828) 777-5089

Event description (title) _____ and estimated attendance {max.} _____. A fee of **\$8.00** will be charged for each additional person over the agreed guest count. A facility rental of the total cost of Timber Hall, must be paid by **check or cash** at the time of signing the contract {Total Balance Due} _____. The facility rental deposit is **NON REFUNDABLE** after 2 business days. All our designated site reservations are available from 8:00am to 9:00pm (rental for a total of 6 hours). If your group is still on grounds after the agreed upon rental period, your group will be subject to a **\$50** fee for each additional hour.

For events up to 50 guests **\$150** refundable security deposit is required. Events over 50 guests will require a **\$300.00** refundable security deposit. This damage deposit will be refunded within ten days after the event if Timber Hall Events has not incurred property or equipment damage and the client and their guest's follows: The facility rental policies. Should damage or missing items be determined, the repair costs will be deducted from this deposit and the remaining balance, if any, refunded. If the cost to repair is greater than the security damage deposit, the client shall be responsible for the remaining balance. Any damages to furniture, fixtures, walls, floors, ceilings, doors, mirrors, tabletops or other property of Timber Hall shall be the sole-responsibility of the client.

Event Insurance- Special Event Insurance is required. Timber Hall staff will assist Client in obtaining the proper special event insurance, or Client can go to www.theeventhelper.com to obtain the policy. Client is responsible to provide a copy of the Special Event Insurance to Timber Hall Events prior to the event.

Alcohol Policy- Alcohol is permitted and must be served by an insured Bartender. Liquor requires an ABC Permit and a copy of Permit to be provided to Timber Hall Events. Client is responsible to provide a copy of Bartenders insurance and ABC Permit to Timber Hall Events prior to the event. At the conclusion of the Bartender's contracted time, Bartender will take an inventory (sign off required by Timber Hall Events or Guest) of all remaining alcohol and remove it from the bar area and store in the kitchen. At this time no alcohol may be served for the duration of the event.

To protect the property at Timber Hall, we reserve the right to ask the client and/or their guests to vacate the premises immediately should the conduct of the client and/or guests threaten the property or violate Timber Hall Events rules.

Kitchen Use - Kitchen is not available for use by permittees for the purpose of cooking food. The permittee has access to the kitchen's sink(s), refrigerator, freezer, microwave, and countertops, where and when applicable at an **additional add-on fee**. The client and their guests will be restricted to the designated area(s) of the facility that have been reserved for your function. Restrooms will be made available during your function.

Parking will be allowed in designated areas only. Timber Hall Events assumes no responsibility or liability for damage to vehicles or loss of personal property.

Timber Hall is a **non-smoking facility**, should smoking occur within the Reception Hall, a minimum charge will be seventy-five (**\$75**) dollars. Smoking is permitted in grass areas only at least 15 feet away from buildings,

structures and flower beds. Clean up of cigarette/cigar butts will be deducted from security/damage deposit at a charge of **\$25.00**.

Items not belonging to Timber Hall Events must be removed the same day as the scheduled event. Timber Hall Events is not responsible for loss or damage to personal property belonging to the client, their guests.

The possession and/or use of alcoholic beverages without the required special use permit is strictly prohibited. The use and/or possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, crossbows, swords, and pellet guns is strictly prohibited. Any violation will result in the group being required to vacate the premises without refund of the use fee.

Groups are expected to provide their own setup and to leave Timber Hall and surrounding property free of litter and debris. Additional cleanup of the area required will be billed to the user at a rate of **\$25/hour** plus costs related to damage or vandalism.

Any medical emergencies that may occur during the event, guests will be responsible for providing for their own medical personnel, first aid, first aid supplies, and emergency transportation. Timber Hall Events and all its officers representing Timber Hall Events will not be held responsible/liable. The client agrees to hold Timber Hall Events, harmless from any claim, damages, injury or loss to the client's and their guests.

Driving on grounds is prohibited. Parking is allowed only in designated areas. These areas provide ample space for your group's parking needs. At NO time will ANY vehicles be allowed on grounds .

Pets are not allowed on our grounds. The only exceptions to this policy are service dogs.

Permission from Timber Hall Events is required prior to placing any signs, banners, or helium balloons anywhere on Timber Hall Eventsproperty(ies). By signing this contract, this gives Timber Hall Events the right to use any images of events at Timber Hall in our advertising media.

• Open flames in Timber Hall to include all surrounding property are not permitted, including candles, luminaries, lanterns and tiki torches.

Client Name: Please Print

Timber Hall Representative: Print Name

Client Signature

Timber Hall Representative: Signature

Date

Date